

**EXPRESSION OF INTEREST FOR CARPENTRY JOB WORK**

**IMPORTANT DETAILS**

- (1) LAST DATE FOR SUBMISSION OF BID 06/11/24 upto 2.00 P.M.**
- (2) DATE AND TIME OF OPENING OF BID IN PRESENCE OF BIDDERS/ REPRESENTATIVES OF BIDDER: - 06/11/24 AT 2.30 P.M.**
- (3) EARNEST MONEY: Rs.5,000/-**

Name of Firm:

Complete address of Firm for correspondence:

Phone No.:

PAN No.

EMAIL ID :-

Authorized Contact Person's Name & Contact No.:

I hereby submit that the information provided by me are true to the best of my knowledge and belief. Any discrepancy in the document may lead to the cancellation of tender.

**Signature of Authorized Signatory of Firm with Seal**



# NATIONAL LAW UNIVERSITY, JODHPUR

NH-65, NAGAU ROAD, MANDORE, JODHPUR (RAJASTHAN)

PHONE 0291-2577530, 2577138

FAX 0291-2577540

E-Mail: [nlu-jod-rj@nic.in](mailto:nlu-jod-rj@nic.in)

Web Site: [www.nlujodhpur.ac.in](http://www.nlujodhpur.ac.in)

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## SCOPE OF WORK

### **(1) Maintenance and repair of class rooms, office buildings, Library,**

- (i) Maintenance /new making of Class room furniture i.e student set, table, chair, podium, Green/black board, notice board.
- (ii) Repairing/maintenance of Doors and windows of class room, chambers, toilets i.e replacing and repairing of door closers, door stopper, handles, tower bolts etc.
- (iii) Replacing damaged false ceiling tile, and wall coverings.
- (iv) Replacing broken glasses of doors, windows and partitions and mirrors in toilets.
- (v) Maintenance of office furniture i.e working tables, visitor chairs racks etc.
- (vi) Maintenance of aluminum doors and windows i.e replacing floor spring, top pivot etc .
- (vii) Replacing, installing floor carpets installed at library and other places.
- (viii) Maintenance of soap dispensers, soap dishes, towel rods installed in toilets of buildings.

### **(2) Maintenance and repair of Halls of residence, Faculty/staff quarters, Guest House, NLU House:-**

- (i) Maintenance of inventory provided by University in each and every room of hostels i.e table, chair, towel stand, almirah.
- (ii) Maintenance of doors and windows of individual rooms, toilets, terrace gates etc.
- (iii) To Assist welder/electrician in welding required in hostel.
- (3) To Build new furniture, cabinets and other wooden equipment as per the requirements of University
- (4) To Install items, such as window shades, venetian blinds, and curtain rods, wall fans, and any other carpentry items.
- (5) Maintenance of playground permanent equipment/structures such as goalposts basketball backboards, sports flooring etc.
- (6) Maintenance/ minor repairs of hand tools and power tools, and other related equipment of gardeners
- (7) Has to perform any other task as per the directions of Engineer in charge or competent authority of the University.

## **TERMS AND CONDITIONS:-**

- (1) The agency/firm/individual shall quote its rates for a period of one year. The term of annual contract may be extended for further one year on same terms and conditions with the consent of both the parties.
- (2) For execution of job work at least one carpenter is required to present in campus for 26 days in a month for a period of at least 08 (Eight) hours a day.
- (3) If services not found satisfactory, the contract may be cancelled by the University at any time without any compensation/notice and all the rights will reserve with the competent authority of NLU Jodhpur. Further penalty may also be imposed by University as may be decided by the University authority.
- (4) In case of any accident /causality of personnel while on duty, the complete responsibility will be borne by the agency/firm/individual itself. University will not be held liable for any claim/compensation. Further bidder indemnify the University for any loss suffered by the University.
- (5) The complete details of carpenter(s) with photo, ID Proof, telephone number and police verification will have to be submitted to the office of Registrar for record and verification.
- (6) The agency/firm/individual must submit the Earnest Money of Rs.5,000/-, in the form of a Demand-draft issued by a Nationalized/Schedule Bank in favor of the Registrar, National Law University, Jodhpur payable at Jodhpur at the time of submission of tender documents. Earnest Money shall be refunded/adjusted against security deposit, if any, after award of annual service contract, as the case may be.
- (7) In absence of earnest money, quotation shall not be entertained in any circumstances.
- (8) Successful bidder shall be required to deposit security equal to 10% of amount of order given, for a period of one year
- (9) In case of non-submission of security deposit by successful bidder, approved order shall stand cancelled and earnest money shall be forfeited by the University. Further, University shall have right to give work order to next bidder, in accordance with the bid.
- (10) In case of non-fulfillment of any condition of service order, University shall have a right to forfeit the security deposit.

- (11) The Agencies shall be bound to fulfill all the conditions of the tender.
- (12) Tenders are non-transferable.
- (13) The agency shall quote its rates for one month on job work basis as mentioned in scope of work.
- (14) During the rate contract the rates will not be increased for any reason.
- (15) The agency/firm/individual shall quote its rates which shall be inclusive of all taxes, etc. whatsoever. Tax if applicable should be mentioned in quotation clearly. In absence of that rates will be treated as inclusive of taxes and any change/hike in rates shall not be accepted.
- (16) Rates should be quoted in figures as well as in words. In case of any difference in both the rates for whatsoever reason lower rate shall be treated as final.
- (17) Agency/firm/individual shall not show their inability to provide carpenter. In such case, the University may black list the agency. The Agency may not be allowed to participate in any tender for the period as may be decided by the University. The Security Deposit of such Agency shall be forfeited without any prejudice.
- (18). Incomplete tender shall be rejected.
- (19). Conditional tender shall be reject.
- (20) The agency must submit the PAN No. along with tender form, failing which, tender shall be rejected.
- (21) Any clarification required by the bidder shall be asked only in writing through e-mail/fax/post and reply of the same will also be communicated only in writing.
- (22) All disputes pertaining to the contract is limited to the jurisdiction of Vice- Chancellor, NLU, Jodhpur, District Court of Jodhpur and in exceptional cases to the Hon'ble High Court of Rajasthan, Jodhpur.
- (23) Without prejudice to above, the parties reserve the right to enter into an Arbitration process in accordance with the relevant clause of Arbitration and Conciliation Act, 1996.
- (24) The NLU, Jodhpur reserves its right to reject/accept any or reject all tenders at any time without assigning any reason thereof. It shall be without any liability towards the bidder.
- (25) Payment shall be made only after submission of original bill with necessary document.
- (26) It shall be responsibility of the firm/agency to ensure the safe, timely reaching sealed envelope to the office of the Registrar, National Law University, Jodhpur, N.H.-65,

Nagour Road, Mandore, Jodhpur (Raj.) .University shall not be liable for any delay for any reason.

(27)The firm must not have been debarred / blacklisted by any Govt. Deptt, agency, PSUs / institution / agencies / autonomous organizations. The bidder shall submit a self certification by an authorized person duly notarized to this effect.(attach self declaration certificate duly notary attested)in the prescribed format attached as Annexure “A”

(28)The bidders must sign at the bottom of each page of the bid documents at the time of submission in token of unconditional acceptance of the terms and conditions, technical specifications etc.

(29)Any losses sustained by Institute due to negligence of agency’s service in the form of loss/damage of property, will be recoverable from the agency, as the money value shall be estimated by the Institute. The decision of the institute in this regard will be final and binding on the contractor/firm.

(30)The Contractor/firm will adopt all safety measures /precautions while providing the services. In case of any accident /causality of any personnel, involved in work the complete responsibility will be borne by the contractor/firm himself and University will not be held liable for any claim/compensation.Further bidder indemnify the university for any loss suffered by the University.

(31)In case of claim for exemption from deposit of Earnest money sufficient proof in support of claim for exemption of EMD as prescribed in Govt. of India Notification is to be attached with the bid.

(32)University may take clarification from bidder and may take appropriate decision accordingly. The decision of University shall be final and binding to all.

(33) NLU, Jodhpur does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason.

(34)All material eg.plywood,screws,door closer,nails etc shall be provided by University ,however all tools and equipments (drill machine,screwdriver,plyer,hexa etc ) shall be carried by the person deployed by the agency.

(35)Security, maintenance, wear and tear of tools/equipments of deployed carpenter shall be taken care by the agency or concerned carpenter.

**(36)PENALTY CLAUSE:-** Non availability of carpenter for minimum duration of 6 hours a day or less than actual working of 26 days in a month will attract penalty as decided by the competent authority of the University.

(37) The attendance of the carpenter engaged by the agency/firm/individual for job work should be maintained at main gate of campus through biometric machine.

(38)The successful bidder shall be required to execute agreement bond on a non judicial stamp of Rs.500/- at his own cost.

### ACCEPTANCE

I/We have carefully read and understood the above terms and conditions of the bid and agree to abide by it.

Signature of the bidder with seal

**DECLARATION REGARDING BLACKLISTING/DEBARRING FOR  
TAKING PART IN TENDER**

(To be executed & attested by Public Notary/executive Magistrate on Rs 100/-Non  
Judicial stamp paper by the Tenderer]

1. I/We \_\_\_\_\_ of  
M/s \_\_\_\_\_ hereby declare that our  
company \_\_\_\_\_ having registered address  
at

\_\_\_\_\_ has never been ‘Blacklisted/debarred by any State/Central  
Govt,Department/Organization till date nor we are facing/filed any Litigation  
proceeding regarding debarring (blacklisting) with either of the above said  
agencies.

OR

1. I/We \_\_\_\_\_ of  
M/s \_\_\_\_\_ hereby declare that our  
company \_\_\_\_\_ having registered address  
at

\_\_\_\_\_ was blacklisted or debarred by State/ Central  
Govt,Department/Organization from taking part in tenders for a period of  
\_\_\_\_\_ years wef \_\_\_\_\_ to \_\_\_\_\_  
.the period is over on \_\_\_\_\_ and now the firm /company is entitled  
to take part in tenders.

2. In case of above information found false, I/we are fully aware that the  
tender/contract will be rejected/cancelled by National Law University, Jodhpur,  
and EMD/Security deposit shall be forfeited.
3. In addition to the above National Law University, Jodhpur will not be responsible  
to pay the bills for any completed /partially completed work/supply.

ATTESTED:  
(Public Notary/Executive Magistrate)

DEPONENT  
NAME:- \_\_\_\_\_  
Address: \_\_\_\_\_

## Annexure”B”

### SCHEDULE

S.No	PARTICULARS	Rate for one month
1	Rate per month for execution of various works as mentioned in scope of work on job work basis.	
2	GST if any	
3	G .Total	

Seal and Signature of Bidder